

INFORMATION

EXCHANGE

March-April 1998

Capacity Building Training Update

Training for Trainers

The Capacity Building Unit (CBU) will be offering a two-day Training for Trainers workshop in June 1998. The intended audience for the workshop is trainers in your organization who have had no formal instruction or, anyone who would like an introductory overview.

The purpose of this workshop is to assist each participant with a practical approach to conducting workshops for clients, techniques for in-house training projects, organizing and evaluating their training session, determining present skills and creating a plan for increasing those skills.

In addition, we will look at adult learning theory and the "difficult workshop" situation.

Two pilot workshops will be conducted in Sacramento on:

- June 23-24
- June 25-26

The location will be the "Aspen" Room at 750 N Street, Park Complex East, across from the Job Training Partnership Division offices in Sacramento. Each class will be limited to 12 participants.

For further information, please contact Joy Allender at 916-654-8782 or e-mail her at jallende@edd.ca.gov.

SDA Subcontractor Monitoring

The Capacity Building Unit (CBU) has also developed a new training workshop on Service Delivery Area (SDA) Subcontractor Monitoring.

This one-day staff and

session is designed for both new those with some experience in Job Training Partnership Act (JTPA) subcontractor monitoring. The course quickly reviews the basis of monitoring including the cycle, components, types and methods. However, the main focus is on understanding a contract and how to develop/customize a monitoring guide.

This session does not cover fiscal monitoring specifically, as that will be the subject of a subsequent training session. The pilot training sessions were very well received by attendees. Any SDA interested in hosting a training session should contact Don MacMillan at 916-654-8308, or e-mail him at dmacmillan@edd.ca.gov.

Information on this class and others currently scheduled by the CBU can be found on the Internet at:

<http://www.edd.cahwnet.gov/jtpaetc.htm>

Dear Mr. MacMillan,

Thank you so much for presenting the training on Eligibility at our Service Delivery Area. Your expertise in this field was very apparent by the confident way you responded to the staff and their questions. In addition, taking the time to come to our area was much appreciated.

We do hope to have additional trainings through the CBU and perhaps we will have the opportunity to invite you down in the future. It was a pleasure working with you. Thank you, again!

Gerry Collison

March 1998

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
		Case Management <i>Santa Cruz County</i>		
		Case Management <i>San Bernardino County</i>		
	Managing Transition <i>San Bernardino County</i>	SDA Subcontractor Monitoring <i>Orange County</i>	Business Approach to Job Development <i>City of Richmond</i>	
9	10	11	12	13
		SDA Subcontractor Monitoring <i>San Diego County</i>		
		Business Approach to Job Development <i>Carson/Lomita/Torrance</i>		SDA Advisory Committee Meeting <i>Sacramento</i> (916) 654-7111
16	17	18	19	20
	Facilitation Skills Workshop <i>Mendocino County</i>			
	Case Management II - Welfare to Work <i>Los Angeles City</i>			
	Workforce Preparation Conference <i>Palm Springs Wilks-Owens (916) 654-6836</i>	Case Management <i>San Joaquin County</i>		
23	24	25	26	27
JTPA Eligibility <i>Merced County</i>				SDA Subcontractor Monitoring <i>San Luis Obispo County</i>
National Association of JTPA Auditors Conference <i>San Francisco 1-800-747-NAJA</i>				
30	31	April 1		
	Welfare to Work Intro & Overview <i>Sacramento</i>			
	SDA Subcontractor Monitoring <i>Los Angeles City</i>			
	On-Site Facilitation <i>Amador County</i>			

* Shaded boxes = Capacity Building Unit sessions

INFORMATION EXCHANGE

April 1998

Monday	Tuesday	Wednesday	Thursday	Friday
	March 31	1	2	3
	<div>SDA Subcontractor Monitoring <i>Los Angeles City</i></div> <div>On-Site Facilitation <i>Amador County</i></div>			
6	7	8	9	10
	<div>SDA Quarterly Meeting <i>San Diego</i></div>	<div>California Economic Development Conference <i>San Diego - Martha Jacoby (916) 325-1610</i></div> <div>California Workforce Association Conference <i>San Diego - Martha Jacoby (916) 325-1610</i></div>		
13	14	15	16	17
	<div>Business Approach to Job Development <i>Ventura County</i></div> <div>Case Management II Welfare to Work <i>SETA</i></div>	<div>On-Site Facilitation <i>Mariposa County</i></div>	<div>SDA Subcontractor Monitoring <i>Riverside County</i></div>	
20	21	22	23	24
	<div>JTPA 101 Intro & Overview <i>Carson/Lomita/Torrance</i></div> <div>Case Management <i>Mother Lode Consortium</i></div>		<div>Case Management <i>Los Angeles City</i></div>	
27	28	29	30	
		<div>JTPA 101 Intro & Overview <i>San Mateo County</i></div>		

EMPLOYMENT TRAINING NETWORK
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ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

THE EMPLOYMENT TRAINING NETWORK *Resources for JTPA programs*

The Employment Training Network provides one-to-one consultations, staff workshops and resources exclusively for California's Job Training Partnership Act (JTPA) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA-related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- consultant services - to enhance staff's skills, knowledge, and motivation
- program site visits - staff reimbursement provided for travel expenses
- resource library - up-to-date books, manuals and videos in a multitude of topics on loan for two weeks
- referrals - to other employment and training programs and model/demo sites
- added extras - computer disks; informative newsletters announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA programs in schools, community colleges, community-based agencies, adult education programs, County Offices of Education and ROPs.

JTPA funded programs may receive services by calling Diane Coad at (916) 654-8896.

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Internet site: wwwedd.cahwnet.gov/jtpaetc.htm

Dian Coad, Editor

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